



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, July 14, 2014 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	October 13, 2014

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
John Starke, Professional Member
Kevin Reinike, Professional Member
Margaret Harper, Public Member
Dean Pierson, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

David Mangler, Director of Professional Regulation
Jeff Ford, Investigator
Kevin Maloney, Deputy Attorney General
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

Barbara Williams, Public Member
Leslie Persans, Secretary
Valerie Lacey, Public Member

ALSO PRESENT

Kim Hurley, Wilcox and Fetzer, Court Reporter
Jennifer Allen, FSMHA
Gina Schulties, Kent County

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:10 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the May 12, 2014 meeting. Mr. Starke approved the minutes as amended, seconded by Ms. Harper. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

NEW BUSINESS

Rules and Regulations Hearing – 9:00 a.m.

Hearing minutes will follow the regular minutes.

Discussion: Complaint Process – David Mangler and Jeff Ford

Mr. Rudy explained the reason for wanting the discussion of the complaint process. Mr. Ford discussed the process that the Investigative Unit follows. Mr. Ford explained how the process has changed over the years and why the changes were necessary.

Mr. Mangler discussed how the process was when he was a public member of one of the boards and when he was employed as Executive Director of the Board of Nursing. Now, Mr. Mangler's role at the Division is the Director of Professional Regulation. Mr. Mangler discussed the different avenues the Attorney General's Office will use for complaints that are sent to them from the investigators, like consent agreements, hearings and closing of the complaint due to not enough evidence.

The Board now has a better understanding of the process of complaints and the process there after and thanked both Mr. Mangler and Mr. Ford for attending the meeting.

Mr. Starke made a motion, seconded by Mr. Snyder, to amend the agenda to add 4.3 Election of Officers. By unanimous vote, the motion carried.

Elections of the Board

Mr. Pierson made a motion, seconded by Mr. Snyder to nominate Mr. Rudy as President. By unanimous vote, the motion carried.

Mr. Pierson made a motion, seconded by Mr. Reinike to nominate Mr. Snyder as Vice President. By unanimous vote, the motion carried.

Mr. Reinike made a motion, seconded by Mr. Pierson to nominate Ms. Persans as Secretary. By unanimous vote, the motion carried.

Mr. Reinike made a motion, seconded by Mr. Snyder to nominate Mr. Pierson as Complaint Officer. By unanimous vote, the motion carried.

Ms. Harper made a motion, seconded by Mr. Pierson to nominate Ms. Lacey as the Education Officer. By unanimous vote, the motion carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business for discussion before the Board.

PUBLIC COMMENT

Ms. Allen asked Ms. Wagner to send her the terms of when the Board members will be coming up. Ms. Allen can then know when the terms of the board members are up and work on getting members to apply to the Governor's office to sit on the Board.

Ms. Schulties asked the Board about where to go or what to do, if she is seeing jobs being completed that do not currently have a license installer at the site. The Board discussed that the language in the rules and regulations state that a licensed installer should be on site at all times. Ms. Schulties stated that some of the work being done is not sub-standard. Mr. Rudy directed Ms. Schulties that if the work that is being done is not sub-standard, then she should file a complaint with the Division of Professional Regulation.

Mr. Snyder asked Ms. Wagner if the people that were given fines paid them. Ms. Wagner stated that one of the two people did pay their fine.

Mr. Rudy discussed with the Board about being timely in responding to Ms. Wagner's emails when she needs to make sure she has a quorum for Board meetings.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, October 13, 2014, at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Starke made a motion, seconded by Mr. Snyder, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:17 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.

HEARING MINUTES

HEARING – MANUFACTURED HOME INSTALLATION BOARD REVISION OF RULES AND REGULATIONS

The Manufactured Home Installation Board held a hearing on July 14, 2014 at 9:00 a.m. in the Second Floor Conference Room B, Cannon Building, 861 Silver Lake Blvd., Suite 203, Dover, Delaware.

PRESENT: Keith Rudy, Richard Snyder, John Starke, Dean Pierson, Kevin Reinike, Margaret Harper

PURPOSE: The proposed revisions to the Manufactured Home Installation Board Rules and Regulations are for an amendment to Rule 2.0, 6.0, 7.0 and 8.0. These revisions are administrative in nature.

PRESIDING: Keith Rudy, President

BOARD STAFF: Sandra Wagner, Administrative Specialist III

DEPUTY ATTORNEY GENERAL FOR THE BOARD: Kevin Maloney, DAG

COURT REPORTER PRESENT: Kim Hurley, Wilcox and Fetzer

TIME STARTED: 9:11 a.m.

The court reporter took verbatim testimony. Mr. Maloney confirmed with Ms. Wagner that no written public comment was received by the Board office. The Board members introduced themselves for the record. There was no public present for comment. Mr. Maloney entered documents as Board Exhibit 1 News Journal notification and Board Exhibit 2 Delaware State News notification. Mr. Maloney summarized the proposed revisions. Mr. Maloney said the proposed changes were published in the Delaware Register of Regulations on June 10, 2014 and the comment period has been open since then. Mr. Maloney said the written comment period would remain open for an additional 15 days. The Board will deliberate on the proposed changes at its next regularly scheduled meeting on October 13, 2014. The hearing concluded at 9:15 a.m.